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November 19, 2012

Ref: Pay Admin

To: All Department Heads and Payroll Personnel
From: Martin Matson, Comptroller 
Re: Special Payroll Processing For Injury Pay Activity
Covering Pay Period 26, 2012 and Pay Period 1, 2013

This is a reminder that the above payroll activity requires special handling on payroll input documents:

2013 Current Injury Pay

Pay Period 26, 2012 through PP25, 2013 - Record eligible hours on the time card or on-line time entry as **current** year activity using Earn Code 688 or 844, as necessary.

Prior Year Injury Pay Adjustments

Pay Period 26, 2012 - Use **Prior Year Injury** Earn codes (869/769/689) for all adjustments relating to prior year activity, those dated prior to December 9, 2012 (Pay Period 25). Earn Codes 869, 769 or 689 are the only codes that should be used.

Any injury pay adjustments starting with the date December 9, 2012 and forward are **current** year activity and should use earn codes 688 or 844.

In any instance, if you are not sure of what steps or codes to use, please contact Sue Prothero (2310) in Payroll Administration **before** making a costly mistake affecting an employee's payroll check.

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